



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 1520.10A

OP-114C

8 March 1991

SECNAV INSTRUCTION 1520.10A

From: Secretary of the Navy

Subj: SECNAV DISTINGUISHED MIDSHIPMEN GRADUATES PROGRAM

Encl: (1) Letter of Commendation Format  
(2) Transmittal Letter Format

1. Purpose. To revise procedures for recognizing SECNAV Distinguished Midshipmen Graduates. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1520.10.

3. Background. The SECNAV Distinguished Midshipmen Graduates Program was established to honor those United States Naval Academy (USNA) and Naval Reserve Officers Training Corps (NROTC) midshipmen who demonstrate the highest standards of leadership, scholarship, and military performance. Twenty USNA midshipmen and one midshipman from each NROTC unit, who are qualified to be commissioned during the calendar year of selection, will be selected to receive letters of commendation and plaques.

4. Action

a. Chief of Naval Operations (CNO) (OP-01) is designated as program coordinator.

b. The Professor of Naval Science (PNS) at each NROTC unit will select and forward the name of one deserving midshipman to Chief of Naval Education and Training (CNET) in February of each year. CNET will prepare a letter of commendation for each midshipman selected and forward all letters to CNO (OP-11) for Secretary of the Navy (SECNAV) signature.

c. Superintendent, USNA will select 20 deserving midshipmen and prepare and forward letters of commendation to CNO (OP-11) for SECNAV signature.

d. All letters of commendation will be prepared as specified in enclosure (1) on SECNAV letterhead stationary and forwarded to CNO (OP-11) under transmittal letter, enclosure (2), by 1 April of the current school year.

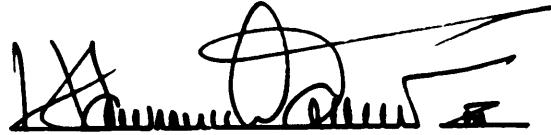
e. CNO (OP-11) will forward all letters received to SECNAV for signature and return the signed letters to USNA and CNET for



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subsequent presentation with appropriate plaques to the honored midshipmen. CNET and USNA will procure and provide appropriately inscribed plaques to each of their Distinguished Midshipmen Graduates.



H. Lawrence Garrett, III  
Secretary of the Navy

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Dear Midshipman \_\_\_\_\_,

Few of my duties as Secretary of the Navy give me greater pleasure than recognizing personal excellence and rewarding superior achievement.

Having met the highest standards of leadership, academic excellence and military performance, you have been selected as a Distinguished Midshipman Graduate from among an extremely competitive field of first class U.S. Naval Academy and Naval Reserve Officers Training Corps midshipmen. Through your outstanding performance over the past (number of years) years, you have prepared yourself for the enormous challenges that await you. Your commitment to knowledge, professionalism and teamwork as a midshipman is also key to your future success as a (Navy or Marine Corps) officer.

Congratulations on being chosen as a Distinguished Midshipman Graduate from (name of school). I am proud to salute you for your accomplishments during the early years of your career, and I look forward to having you serve with our Navy and Marine Corps. Best of luck in the future.

Sincerely,

Enclosure (1)

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SSIC

Code

Date

From: (Chief of Naval Education and Training/Superintendent,  
U.S. Naval Academy)  
To: Chief of Naval Operations (OP-11)  
Subj: SECNAV Distinguished Midshipmen Graduates (DMG) Program  
Ref: (a) SECNAVINST 1520.10A  
Encl: (1) NROTC/USNA SECNAV DMG Letters

1. The following midshipmen have been selected as SECNAV  
Distinguished Midshipmen Graduates. Letters of commendation are  
forwarded for SECNAV signature in accordance with reference (a):

<u>Name</u>	<u>NROTCU/USNA Company</u>	<u>Service</u> <u>(USN/USMC)</u>	<u>Sex</u>
(Last, First, MI)			

Enclosure (2)